

Recording Approved Plat

Cass County Planning Office
1201 Main Avenue West
West Fargo, ND 58078



Phone: 701-298-2375
Fax: 701-298-2395
<http://www.casscountynd.gov>

The Planning Office requires the applicant obtain signatures (in the order as shown below) necessary for recording an approved plat. The plat must be mylar or an approved material and shall be twenty-two (22) inches by thirty-four (34) inches and have a black border with a one (1) inch margin. All signatures and stamps must be in black permanent ink, no ball point. Space must also be made for the electronically recorded stamp.

1. All **Owners** and any **Mortgage Holder** of record must sign the plat in front of a Notary Public.
2. The **Registered Land Surveyor** must sign and stamp the plat in front of a Notary Public.
3. The **Township Chair** and **Township Clerk** must sign the plat.
4. The **County Engineer** must sign and stamp the plat.

Jason Benson, County Engineer
1201 Main Ave W
West Fargo, ND 58078
701.298.2370

5. The **Planning Commission Chair** must sign the Plat.

Ken Loughheed, Planning Chair
17142 18 St SE
Gardner, ND 58036-9735
701.484.5247

- ❖ *The applicant should submit the final mylar plat to the County Commission Secretary the Friday prior to the Commission's scheduled meeting to review the Plat. Time permitting; the Chair and Auditor will sign the Plat following the meeting.*

Heather Worden, Commission Secretary
County Courthouse, Commission Office
211 9 St S
Fargo, ND 58103
701.241.5609

6. The **County Commission Chair** must sign the Plat.

Ken Pawluk, County Commission Chair
County Courthouse, Commission Office
211 9 St S
Fargo, North Dakota 58103
701.241.5720

7. The **Cass County Auditor** must sign the plat stating that taxes have been paid.

Michael Montplaisir, Auditor
County Courthouse, Auditors Office
211 9 St S
Fargo, North Dakota 58103
701.241.5600

Once the applicant has obtained these signatures, the original plat is then brought to the County Planner, where the Planner will electronically record the plat, deed restriction, and warranty deed as applicable.